

**Implementation of the Basu v. Johanns Settlement Agreement
Developmental Opportunities Placement Program (DOPP)
Supporting Documents**

The attached documents detail the agency's compliance with the above-referenced settlement agreement and timely implementation. All required DOPPs were provided to Ms. Carolyn Whitaker, Office of Human Capital Management, and advertised on the USDA Assistant Secretary for Civil Rights (ASCR) website

- Attachment I September 14, 2006 – APHIS FY 2006 Annual Status Report
Memo from APHIS Administrator W. Ron DeHaven to Sadhna True, Director, Office of Civil Rights, Agency obligation met.
- Attachment II: October 3, 2007 – Memo from Office of Adjudication and Compliance Acting Director, Michael Watts, requesting FY 2007 Annual Status Report
October 26, 2007 – APHIS FY 2007 Annual Status Report
Memo from APHIS, CREC Director, Anna Grayson to Michael Watts. Agency obligation met.
- Attachment III: March 26, 2008 – APHIS FY 2008 Status Report
Memo to David King, Departmental Liaison, Basu Class Settlement Implementation. Agency obligation met.
- Attachment IV: May 21, 2008 – APHIS Final Report on Implementation of the Basu v. Johanns Settlement Agreement
Memo to David King, Departmental Liaison, Basu Class Settlement Implementation.

ATTACHMENT I



United States
Department of
Agriculture

Animal and
Plant Health
Inspection
Service

Washington, DC
20250

MEMORANDUM

TO: Sadhna G. True
Director
Office of Civil Rights

FROM: W. Ron DeHaven /s/ A. Kevin Shea (for)
Administrator

SEP 14 2006

SUBJECT: Annual Status Report on the Implementation of the Basu v. Johanns Settlement Agreement for the Animal and Plant Health Inspection Service (APHIS)

In accordance with the requirements of the Basu v. Johanns settlement agreement, following is a report of APHIS activities during FY 2006 to comply with the terms of that Agreement.

Requirements for APHIS under that Agreement included posting and filling two positions under a Developmental Opportunities Placement Program (DOPP). Representatives from the APHIS Civil Rights Enforcement and Compliance Staff (CREC) and Human Resources Division (HRD) participated with the Department in developing this program, and APHIS subsequently posted and made selections for two positions under the DOPP. The APHIS management team has committed to filling a minimum of two additional positions per year over the next two years, as required under the Agreement. APHIS was also required to obligate funds in the amount of \$89,690.00 to the USDA Office of the Chief Financial Officer. The APHIS Financial Management Division obligated the requested funds on September 29, 2005.

Please contact Karen Benham, HRD, at 301-734-5591, or Njeri Mwalimu, CREC, at 202-720-6312 if you need additional information.



Safeguarding American Agriculture
APHIS is an agency of USDA's Marketing and Regulatory Program
An Equal Opportunity Provider and Employer

Expression of Interest

United States Department of Agriculture Animal and Plant Health Inspection Service (APHIS) Riverdale, Maryland

Development Opportunity Placement Program (DOPP)

APHIS-06-DOPP-001

Opening Date: February 3, 2006

Closing Date: February 17, 2006

Position Title: Associate Deputy Administrator
Series & Grade: GS-401-14/15
Duty Location: Riverdale, Maryland

Duration of Assignment: Detail (Not to Exceed 31 Days)

Who Is Eligible for Consideration:

This Expression of Interest is limited to USDA permanent employees who currently hold a grade GS-14 or 15, and possesses a college degree in biological sciences, agriculture, natural resource management, chemistry, or a related discipline appropriate to the position, OR A combination of education and experience – courses, equivalent to a major identified above, plus appropriate experience or additional education.

Individuals must also possess a professional knowledge of biological sciences with specialized knowledge of biotechnology as related to one or more agricultural or biological disciplines, such as plant science, animal science, entomology, food science, genetics, molecular biology or biochemistry, and the ability to integrate the sciences into a public policy program.

Development Opportunity Assignment:

The incumbent of this position serves as the Associate Deputy Administrator, Biotechnology Regulatory Services, and provides leadership, direction and day-to-day management to the development of policies that provide for the safe use of biotechnology. The candidate will report to the Deputy Administrator in the Office of the Deputy Administrator.

This assignment is expected to begin on or around March 17, 2006.

Due to the confidential nature of the work to be performed, the selected employee will be excluded from the bargaining unit for the duration of the detail.

Major Duties:

The incumbent is responsible for leadership in the formulation of policy goals related to regulating the development of biotechnology products, building biotechnology regulatory capacity in other countries, and facilitating the trade of biotechnology-derived products. Performs outreach activities

designed to gain support of APHIS biotechnology and regulatory programs and gaining support and public acceptance of the emerging advances in agricultural biotechnology, genetic engineering and biotechnology-derived product safety. Participates in planning, implementation and evaluation of APHIS biotechnology policy and regulatory programs. Participates in the strategic planning efforts related to the agricultural biotechnology interests and program direction, and formulates long range goals and objectives to meet the Department and Congressional interests. Serves as principle liaison with Departmental officials, other Federal Agencies, private sector interest and advocacy groups, scientific research and educational organizations to promote the Federal interests in biotechnology policy development, regulatory compliance issues, information transfer and product commercialization efforts with industry and trade organizations both nationally and internationally.

Submission Requirements (Incomplete packages will not be considered)

To be considered for this opportunity, you must submit the following information:

- *Resume or OF-612
- *Most recent Notification of Personnel Action (SF-50).
- *Most recent performance appraisal
- *Narrative (not to exceed one page) of how the assignment will be commensurate with your interests, background and developmental needs, and will enhance your career goals
- *Description (not to exceed one page) of skills and knowledge you will bring to the assignment.
- *Supervisor's approval required for participation in this EOI.
- *Form "DOPP Opportunity" (located on Civil Rights website)
- **Your submission must be received by 4:30 p.m. Eastern Time on the closing date of this Expression of Interest. Please submit your documents to the following address:****

U.S. Department of Agriculture
Office of Human Capital Management
300-W
Attention: Lasharn Hamilton
1400 Independence Avenue, S.W.
Washington, DC 20250-9892

For more information:

Please direct questions on the administrative process to Lasharn Hamilton at 202-720-4577, and questions regarding the nature of the assignment to ????? (***) ***.***.

Selections will be made in accordance with USDA Circular ***, Noncompetitive Details within the USDA, and applicable negotiated agreements.

Information on Status, Benefits and Relocation Expenses

Travel expenses associated with the assignment will be reimbursed in accordance with applicable Government travel regulations.

Expression of Interest

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Reasonable Accommodation Statement

USDA provides reasonable accommodations to employees with disabilities. If you need a reasonable accommodation for any part of the submission process, please notify the Agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

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Expression of Interest

United States Department Of Agriculture Agency

Development Opportunity Placement Program (DOPP)	
Opportunity Identification Number:	APHIS-06-DOPP-002
Opening Date:	February 13, 2006
Closing Date:	February 27, 2006
Position Title:	Supervisory PPQ Officer
Series & Grade:	0436-11/12 (FPL GS-12)
Duty Locations:	To Be Determined, Florida
Duration of Assignment:	Minimum of 31 days, NTE 60 days
Remarks:	This is an Expression of Interest, not a competitive vacancy announcement. Priority consideration will be given to eligible and qualified Class Agents listed in Tiers One and Two of the relief under the Basu Settlement Agreement for the first eighteen (18) months of the program.

Who Is Eligible for Consideration

This Expression of Interest is limited to USDA permanent employees who currently hold a grade GS-9, 11, or 12 and meet the basic education requirements described below under "Qualification Requirements."

Development Opportunity Assignment

The incumbent serves as a Supervisory Plant Protection and Quarantine (PPQ) Officer on the Pest Integrated Management Program in Florida. This position may be filled by detail or temporary promotion, depending on the selectee's availability and qualifications.

This assignment is expected to begin on or around April 1, 2006.

Major Duties

The incumbent serves as a Supervisory Plant Protection and Quarantine (PPQ) Officer on the Pest Integrated Management Program in Florida. The incumbent supervises a staff of professional and administrative employees, as well as a fluctuating workforce of permanent and temporary technician/aide employees. Serves as the first level manager for program administration which may involve special projects, large-scale resources and a high degree of logistical planning. Implements regulatory, survey, control and/or eradication programs. Represents PPQ in cooperative programs. Implements survey, treatment and/or inspection programs in order to facilitate exports of agricultural

products.

Qualification Requirements

BASIC REQUIREMENTS THAT ALL APPLICANTS MUST MEET:

- A. Degree: major in biological science, agriculture, or a closely related field appropriate to the position that included at least 20 semester hours in such course work as agronomy, cell biology, botany, entomology, forestry, horticulture, mycology, nematology, plant pathology, soil science, or other closely related courses.

OR

- B. Combination of Education and Experience: courses equivalent to a major in biological science, agriculture, or a closely related field, including at least 20 semester hours of course work as described in A above, plus appropriate experience or additional education.

TEMPORARY PROMOTION ELIGIBILITY REQUIREMENTS: In addition to the basic requirements, applicants must have 1 year of specialized experience equivalent in level of difficulty and responsibility to the next lower level in the Federal service and meet time-in-grade requirements. This experience is typically in, or related to, the work of the position being filled.

EDUCATION SUBSTITUTION AT THE GS-11 LEVEL: In addition to the basic requirements, applicants must have three years of progressively higher level graduate level education leading to a Ph.D. degree or Ph. D or equivalent doctoral degree in biological science, agriculture, or a closely related field.

OR

COMBINATION OF EDUCATION and EXPERIENCE AT THE GS-11 LEVEL:

In addition to the basic requirements, applicants may qualify if they possess a combination of specialized experience and graduate education (beyond the first two years of graduate study) in biological science, agriculture, or a closely related field.

There is no education substitution at the GS-12 level.

Submission Requirements (Incomplete packages will not be considered)

To be considered for this opportunity, you must submit the following information:

- * Resume or OF-612.
- * Most recent Notification of Personnel Action (SF-50).
- * Most recent performance appraisal.
- * Narrative (not to exceed one page) of how the assignment will be commensurate with your interests, background and developmental needs and will enhance your career goals
- * Description (not to exceed one page) of skills and knowledge you will bring to the

assignment.

- * College transcripts or a list of all college courses with grades and credits (indicate quarter/semester hours and G.P.A., names of all institutions attended including city and state, major field of study, type of degree received and the year it was earned) must be submitted. Foreign education must be evaluated by an approved organization. The Council for Higher Education Accreditation (CHEA) may be of help in providing information: <http://www.chea.org>. Transcripts must be translated into English.

****Your submission must be received by 4:30 p.m. Eastern Time on the closing date of this Expression of Interest. Please submit your documents to the following address:**

U.S. Department of Agriculture
Office of Human Capital Management
Room Number 300W
Attention: LaSharn Hamilton
1400 Independence Avenue, S.W.,
Washington, D.C. 20250-9892
Fax: (202) 720-2044

For more information:

Please call James Stewart at (919) 855-7296 for further assistance.

Information on Status, Benefits and Relocation Expenses

Travel expenses associated with the assignment will be reimbursed in accordance with applicable Government travel regulations.

Reasonable Accommodation Statement

USDA provides reasonable accommodations to employees with disabilities. If you need a reasonable accommodation for any part of the submission process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER.

ATTACHMENT II



United States
Department of
Agriculture

Office of the
Assistant Secretary
for Civil Rights

Office of Adjudication
and Compliance

1400 Independence
Avenue SW

Washington, DC
20250

TO:

Lloyd C. Day, Administrator, Agricultural Marketing Service
Cynthia J. Smith, Administrator, Animal and Plant Health Inspection
Service
Abigail Kimbell, Chief, Forest Service
Teresa Lasseter, Administrator, Farm Service Agency
Alfred V. Almanza, Administrator, Food Safety and Inspection Service
Jim Link, Administrator, Grain Inspection, Packers and Stockyards
Administration
Ron Bosecker, Administrator, National Agricultural Statistics Service
Arlen Lancaster, Chief, Natural Resources Conservation Service
Charles Christopherson, Chief Financial Officer, Office of Chief
Financial Officer
Russell Davis, Administrator, Rural Housing Service

FROM:

Michael G. Watts
Acting Director

OCT 3 2007

SUBJECT:

Submission of Annual Status Report on the Implementation of the
Basu v. Johanns Settlement Agreement

The *Basu v. Johanns* case was a formal complaint of employment discrimination that Arun Basu filed in 1999 on behalf of a class of Asian American/Pacific Islander (AA/PI) employees of USDA. On October 31, 2003, the USDA entered into a Settlement Agreement with the class members. An Administrative Judge subsequently approved the Agreement on December 7, 2004. The Agreement took effect on June 6, 2005, and will remain in effect for three years. The Office of the Assistant Secretary for Civil Rights (ASCR) oversees implementation of the injunctive relief provisions of the Settlement Agreement. David L. King, Chief, Equal Opportunity and Compliance Division, now serves as the interim Departmental Liaison on behalf of the ASCR.

The Agreement requires a number of USDA agencies to participate in implementation of the injunctive relief, including a Developmental Opportunity Placement Program, Graduate Scholarships, and Agency-wide Job Fairs. We are working with representatives from your agencies to implement these mandates.

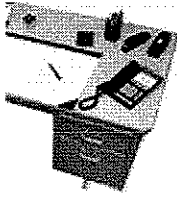
Lloyd C. Day, et. al.
Page 2

Another requirement of the Agreement is for participating agencies to provide my office with an annual report of their progress in complying with the terms of the Agreement by the end of each fiscal year. For fiscal year 2007, the report should describe your agency's efforts to meet the terms of the Agreement from October 1, 2006 to September 30, 2007.

Please ensure that your agency's report is submitted to my office by **October 30, 2007**. If you have questions regarding the report, please contact Jean Mahoney at (202) 720-9184 or email at Jean.Mahoney@usda.gov.

Thank you for your continued support.

cc: Agency Civil Rights Directors
Agency Liaisons



Njeri K
Mwalimu/MD/APHIS/USDA
10/26/2007 12:20 PM

To Michael Watts-WTSOE2K.@gw@usda
cc Anna P Grayson/MD/APHIS/USDA@USDA,
JeanMahoney@gw@usda
bcc Lauren Hill/MD/APHIS/USDA
Subject FY 2007 Annual BASU Status Report - APHIS

Mr. Watts: As requested, enclosed is a copy of the Animal and Plant Health Inspection Service Annual Status Report on the Implementation of the BASU Settlement Agreement.

If you have questions or require additional information, please call (202) 720-7830.

Njeri Kumiwa Mwalimu
Deputy Director
Office of the Administrator
Civil Rights Enforcement and Compliance
Telephone: (202) 720-7830
Fax: (202) 720-2365



Basu.APHIS.FY07.pdf



October 26, 2007

United States
Department of
Agriculture

Animal and Plant
Health Inspection
Service

Washington, DC
20250

SUBJECT: Fiscal Year 2007 Annual Status Report on the Implementation of the
Basu v. Johanns Settlement Agreement

TO: Michael G. Watts
Acting Director
Office of Adjudication and Compliance
Office of the Assistant Secretary for Civil Rights

Through the Basu v. Johanns settlement agreement, the Animal and Plant Health Inspection Service (APHIS) is responsible for the providing "opportunities" through the Development Opportunity Placement Program (DOPP) established by the USDA Office of the Assistant Secretary of Civil Rights. Through the DOPP opportunities are provided to all eligible and qualified employees to participate in developmental assignments. These assignments are to be filled for a minimum of 31 days, at all grade levels and must result from an actual vacancy or special need. Solicitations for employees interested in these opportunities are to be posted on a USDA website.

As one of the sponsoring agencies, APHIS is required to select two individuals for opportunities under this program each year for a three-year period beginning in Fiscal Year (FY) 2006. APHIS fulfilled this obligation in FY 2006 with developmental opportunities identified and posted for the Biotechnology Regulatory Services (BRS) and Plant Protection and Quarantine (PPQ) programs.

As provided by the APHIS Human Resources Division, in FY 2007, APHIS again fulfilled its obligation through the following:

- Wildlife Services (WS) announced a 31-day detail employment opportunity for a Budget Analyst position due to an incumbent being on extended leave in their headquarters office. The Expression of Interest was posted on the Assistant Secretary for Civil Rights (ASCR) website multiple times in an effort to solicit interest in the detail opportunity. In addition, Wildlife Services sent out a Broadcast Announcement to field and headquarters employees. None of these efforts resulted in any applicants to the Budget Analyst position.
- Veterinary Services (VS) announced a 31-day detail employment opportunity for a Program Analyst position due to a vacancy in their headquarters office. The Expression of Interest was posted on the Assistant Secretary for Civil Rights (ASCR) website in an effort to solicit interest in the detail opportunity. In addition, Veterinary Services sent out a Broadcast Announcement to field



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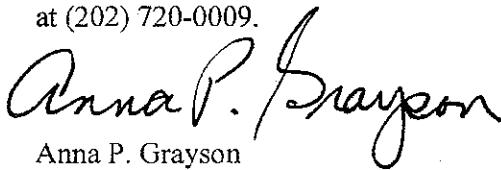
Federal Relay Service
(Voice/TTY/ASCII/Spanish)
1-800-877-8339

and headquarters employees. As a result, one applicant has been selected to fill the Program Analyst position.

- Although not required, the APHIS, Marketing and Regulatory Programs Business Services, Human Resources Division, Recruitment Staff participated with the Department in several planning meetings for two USDA career fairs. The APHIS Human Resources, Recruitment Staff participated in the USDA Career Fair at University of Wisconsin at Madison on September 25, 2007 as part of a consolidated effort between USDA agencies. Additionally, the Recruitment Staff has marketed the Graduate Scholarship at all attended career fairs for FY 2007.

In preparation for meeting its obligation for FY 2008, APHIS has identified the Policy and Program Development (PPD) and International Services (IS) programs to identify and post opportunities.

If have any questions or require additional information, please feel free to contact me at (202) 720-0009.

A handwritten signature in cursive script that reads "Anna P. Grayson". The signature is written in dark ink and is positioned above the printed name and title.

Anna P. Grayson
Director
Civil Rights Enforcement and Compliance

ATTACHMENT III



March 26, 2008

United States
Department of
Agriculture

SUBJECT: Update on Implementation of Basu v. Johanns Settlement Agreement
For Fiscal Year 2008

Animal and Plant
Health Inspection
Service

TO: David King
Departmental Liaison
Basu Class Settlement Implementation

Washington, DC
20250

The purpose of this memo is to provide you with an update on the status of the implementation of the terms of the Basu v. Johanns settlement agreement by the Animal and Plant Health Inspection Service (APHIS) for Fiscal Year 2008.

As outlined in the terms of the settlement agreement, APHIS is required to provide "opportunities" through the Development Opportunity Placement Program (DOPP) established by the USDA Office of the Assistant Secretary of Civil Rights. Two individuals are to be selected for opportunities under this program each year for a three-year period beginning in Fiscal Year 2006. APHIS has fulfilled its obligation for Fiscal Years 2006 and 2007. Fiscal Year 2008 is the final year of implementation of these terms. Progress to date is as follows:

Fiscal Year 2008

Presently, Policy and Program Development (PPD) has identified two employment opportunities for a Writer-Editor position and a Management Analyst position. On February 4, 2008, the Expression of Interest for both opportunities were posted on the Assistant Secretary for Civil Rights website in an effort to solicit interest and a Broadcast Announcement to field and headquarter employees was sent out by PPD. The two DOPP announcements closed on February 29, 2008 with no applicants.

International Services (IS), an APHIS program, will be providing two employment opportunities under the DOPP program. IS has identified, thus far, a Program Assistant position. Once the second position has been identified, the Expression of Interest for both opportunities will be developed and posted.

Lauren D. Hill

Lauren D. Hill
Employment Complaints Manager
Civil Rights Enforcement and Compliance
Animal and Plant Health Inspection Service

Cc: Anna Grayson, Director, Civil Rights Enforcement and Compliance
Njeri K. Mwalimu, Deputy Director, Civil Rights Enforcement and Compliance



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Federal Relay Service
(Voice/TTY/ASCII/Spanish)
1-800-877-8339

Jody A
Shreve/MD/APHIS/USDA
02/04/2008 01:51 PM

To Riverdale
cc
bcc

Subject Two Detail Opportunities in PPD

History:  This message has been forwarded.

Policy and Program Development (PPD) is currently soliciting interest for two detail opportunities (Writer-Editor and Management Analyst) under the Development Opportunity Placement Program (DOPP).

The Department established the DOPP in six USDA agencies, including APHIS. The DOPP provides opportunities for all eligible and qualified employees to serve on details and participate in developmental opportunities.

See attached announcements for descriptions and instructions on how to apply.



PPD Broadcast Announcement WriterEditor.doc PPD Broadcast Announcement ManagementAnalyst.doc

The US Department of Agriculture, Animal and Plant Health Inspection Service, has established a Developmental Opportunity Placement Program (DOPP). The DOPP will provide an opportunity for all qualified employees to serve on a Detail (not to exceed 120 days), to participate in developmental assignments where there may be staffing shortages in Headquarters and Field Office locations.

The Policy and Program Development staff is currently soliciting interest under this program for individuals interested in the following position:

Position Title: **Writer-Editor**
Series & Grade: **GS-1082-7/9**
Duty Location: **Riverdale, Maryland**

This assignment is expected to begin on or about **March 17, 2008**, for a minimum of 31 days. The incumbent works as a Writer-Editor on the Regulatory Analysis and Development staff of Policy and Program Development. This staff is responsible for developing and coordinating the legal and policy reviews of agency notices, proposed and final rules, and other documents published in the Federal Register.

The incumbent participates in the development of notices, proposed rules, interim rules, and final rules in support of all APHIS programs, including Animal Care, Biotechnology Regulatory Services, Plant Protection and Quarantine, Veterinary Services, and Wildlife Services. Duties include becoming familiar with existing regulations, working with subject matter experts in the relevant APHIS program to determine the nature and basis for new or revised regulations, and drafting the regulation. The incumbent is also responsible for incorporating analyses prepared by others, such as risk, economic, and environmental analyses, into the regulatory document. Additionally, the incumbent prepares transmittal letters, clearance sheets, and other documents, as assigned.

All qualified employees are encouraged to apply. Please follow the instructions on how to apply at the following web site:

http://www.ascr.usda.gov/usda_employee_jobs.html

The US Department of Agriculture, Animal and Plant Health Inspection Service, has established a Developmental Opportunity Placement Program (DOPP). The DOPP will provide an opportunity for all qualified employees to serve on a Detail (not to exceed 120 days), to participate in developmental assignments where there may be staffing shortages in Headquarters and Field Office locations.

The Policy and Program Development staff is currently soliciting interest under this program for individuals interested in the following position:

Position Title: Management Analyst
Series & Grade: GS-301-9/11
Duty Location: Riverdale, Maryland

This assignment is expected to begin on or about **March 17, 2008**, for a minimum of 31 days. The incumbent works as a Management Analyst on the Policy and Program Development Staff with responsibility for developing the framework and content for web-based materials about APHIS Emergency Operations. The incumbent will work with representatives from the Office of Emergency Management and Homeland Security (OEMHS) and the APHIS Emergency Management Leadership Council (EMLC), in addition to representatives from a variety of APHIS programs, to determine information and communication needs and develop the framework for a web site.

The incumbent will actively participate with two special assistants in Policy and Program Development to determine a plan for the web-based materials. Duties consist of writing and editing and will primarily revolve around defining the intended audience for the web page; determining informational needs of audiences; and developing a structure and framework for displaying and accessing existing documents. Strong communication skills will be essential to work with potential customers and program representatives to determine needs, as well as to develop a user-friendly framework to make information accessible. Familiarity with emergency operations, html, and graphic design principles are not necessary, but would be useful.

All qualified employees are encouraged to apply. Please follow the instructions on how to apply at the following web site:

http://www.ascr.usda.gov/usda_employee_jobs.html

Expression of Interest

United States Department of Agriculture Animal and Plant Health Inspection Service (APHIS) Riverdale, Maryland

Development Opportunity Placement Program (DOPP)

Opportunity Identification Number: APHIS-08-DOPP-003

Opening Date: April 11, 2008

Closing Date: May 5, 2008

Position Title: Program Assistant

Series and Grade: GS-0303-06/7

Duty Location: Riverdale, Maryland

Duration of Assignment: Detail (Not to Exceed 120 Days)

Basic Eligibility: The Development Opportunity Placement Program is open to all qualified current and full-time permanent USDA employees.

Note: This is an Expression of Interest, not a competitive vacancy announcement. Priority consideration will be given to eligible and qualified Class Agents under the Basu Settlement Agreement for the first eighteen (18) months of the program.

Who is Eligible for Consideration:

This Expression of Interest is limited to USDA permanent employees who currently hold a grade GS-06 or a grade GS-07.

Developmental Opportunity Assignment:

This position is located in International Services (IS), Animal and Plant Health Inspection Service (APHIS). The purpose of this position is to provide a variety of administrative services and overall office support to assist various offices within International Services. This office is responsible for developing, implementing, monitoring, and communicating national APHIS policies, programs, regulations and general administrative functions and program support activities for all IS' programs within APHIS. The incumbent participates as a member of the staff's administrative team and is responsible for a variety of administrative tasks necessary for the successful operation of IS programs. As such the incumbent will provide a full range of advisory services in the areas of correspondence, mail, files, record retention and travel.

This assignment is expected to begin on or around May 19, 2008.

Major Duties:

The incumbent will plan, coordinate, and implement a variety of administrative support actions regarding international program reviews and analyses with appropriate officials in International Services. The incumbent will also perform the following program support duties: assemble and prepare information and other material for use by the Deputy Administrator and staff members for meetings and reports; prepare agendas, notify participants, and complete the necessary logistical arrangements, such as securing adequate conference space, assembling background information and making travel arrangements; coordinate with appropriate IS officials on management review of documents regarding international programs; and arrange for reviews of draft documents. Additional duties consist of providing support on IS projects, maintaining and updating databases, and compiling and summarizing data.

Submission Requirements (Incomplete packages will not be considered)

To be considered for this opportunity, you must submit the following information;

- *Resume or OF-612.
- *Most recent Notification of Personnel Action (SF-50).
- *Most recent performance appraisal.
- *Copy of your college transcripts and /or your college diploma.
- *Narrative (not to exceed one page) of how the assignment will be commensurate with your interests, background and developmental needs, and will enhance our career goals.
- *Description (not to exceed one page) of skills and knowledge you will bring to the assignment.
- *Supervisor's approval required for participation in this EOI.
- *Development Opportunity Placement Program Cover Sheet (located on the ASCR's website).

****Your submission must be received by 4:30 p.m. Eastern Time on the closing date of this Expression of Interest. Please submit your documents to the following address:****

U.S. Department of Agriculture
Office of Human Capital Management
Attention: Carolyn Whitaker
1400 Independence Avenue, S.W.
333-W
Washington, DC 20250-1300
Fax (202) 720-2044

For more information:

Please direct questions on the administrative process to Carolyn Whitaker at 202-720-6917, and questions regarding the nature of the assignment to Matthew W. Wittek at 301-734-3815.

Information on Status, Benefits, and Relocation Expenses:

Travel expenses associated with the assignment will be reimbursed in accordance with applicable Government travel regulations.

Reasonable Accommodation Statement:

USDA provides reasonable accommodations to employees with disabilities. If you need a reasonable accommodation for any part of the submission process, please notify the Agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Expression of Interest

**United States Department of Agriculture
Animal and Plant Health Inspection Service (APHIS)
Riverdale, Maryland**

Development Opportunity Placement Program (DOPP)

Opportunity Identification Number: APHIS-08-DOPP-004 (Reposted)

Opening Date: April 21, 2008

Closing Date: May 12, 2008

Position Title: Management Assistant

Series and Grade: GS-0344-07

Duty Location: Riverdale, Maryland

Duration of Assignment: Detail (Not to Exceed 120 Days)

Basic Eligibility: The Development Opportunity Placement Program is open to all qualified current and full-time permanent USDA employees.

Note: This is an Expression of Interest, not a competitive vacancy announcement. Priority consideration will be given to eligible and qualified Class Agents under the Basu Settlement Agreement for the first eighteen (18) months of the program.

Who is Eligible for Consideration:

This Expression of Interest is limited to USDA permanent employees who currently hold a grade GS-07.

Developmental Opportunity Assignment:

This position is located in Animal and Plant Health Inspection Service (APHIS), International Services (IS), Administrative Services. IS is responsible for providing internationally-based animal and plant health expertise and service that enhances USDA/APHIS' capacity to safeguard American agricultural health and facilitate trade. The purpose of this position is to provide a variety of administrative services to the Director, International Services, by ensuring that coordination of work assignments and communication occurs across the functional areas within Administrative Services.

This assignment is expected to begin on or around May 26, 2008.

Duties:

Serves as a Management Assistant for the Director, International Services, Administrative Services. In this capacity the incumbent is responsible for prioritizing and sorting information coming into the Director's Office; clarifying the Director's guidance to subordinates; organizing the Director's meetings and meeting agendas and distributing information going out of the Director's office. Also responsible for maintaining a log of projects within the directorate and their status. With regard to projects, ensures coordination and communication occurs across the functional areas within IS/AS, so that all work and projects are presented and completed in a comprehensive manner. Responsible for other duties as assigned.

Submission Requirements (Incomplete packages will not be considered.)

To be considered for this opportunity, you must submit the following information:

- *Resume or OF-612.
- *Most recent Notification of Personnel Action (SF-50).
- *Most recent performance appraisal.
- *Copy of your college transcripts and /or your college diploma.
- *Narrative (not to exceed one page) of how the assignment will be commensurate with your interests, background and developmental needs, and will enhance our career goals.
- *Description (not to exceed one page) of skills and knowledge you will bring to the assignment.
- *Supervisor's approval required for participation in this EOI.
- *Development Opportunity Placement Program Cover Sheet (located on the ASCR's website).

****Your submission must be received by 4:30 p.m. Eastern Daylight Time on the closing date of this Expression of Interest. Please submit your documents to the following address:****

U.S. Department of Agriculture
Office of Human Capital Management
Attention: Carolyn Whitaker
1400 Independence Avenue, S.W.
333-W
Washington, DC 20250-1300
Fax (202) 720-2044

For more information:

Please direct questions on the administrative process to Carolyn Whitaker at 202-720-6917, and questions regarding the nature of the assignment to Jacqueline Ridley at 301-734-5669.

Information on Status, Benefits, and Relocation Expenses:

Travel expenses associated with the assignment will be reimbursed in accordance with applicable Government travel regulations.

Reasonable Accommodation Statement:

USDA provides reasonable accommodations to employees with disabilities. If you need a reasonable accommodation for any part of the submission process, please notify the Agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

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To file a complaint of discrimination, write to USDA, Director, Office of Adjudication and Compliance, 1400 Independence Avenue, SW, Washington, DC 20250-9410.

ATTACHMENT IV

Lauren Hill/MD/APHIS/USDA
05/21/2008 04:39 PM

To David King-WTSOE2K.@gw@usda
cc Sheila McKie-WTSOE2K.@gw@usda
bcc
Subject Final Report on Implementation of BASU v. Johanns
Settlement Agreement for APHIS

Hello David,

Attached is the final report detailing APHIS' fulfillment of its DOPP obligations under the Basu Settlement Agreement.



BASU Final Report May 2008.doc

Lauren D. Hill
Employment Complaints Manager
Civil Rights Enforcement and Compliance
Animal and Plant Health Inspection Service
Ph: (202) 720-4622
Fax: (202) 720-2365



May 21, 2008

United States
Department of
Agriculture

Animal and Plant
Health Inspection
Service

Washington, DC
20250

SUBJECT: Animal and Plant Health Inspection Service (APHIS) Final Report on
Implementation of the Basu v. Johanns Settlement Agreement

TO: David King
Departmental Liaison
Basu Class Settlement Implementation

This memo outlines the steps taken by the Animal and Plant Health Inspection Service (APHIS) in meeting its obligation under the Basu v. Johanns settlement agreement.

APHIS was required, under the terms of the settlement agreement, to provide "opportunities" through the Development Opportunity Placement Program (DOPP) established by the USDA Office of the Assistant Secretary of Civil Rights. Two individuals are to be selected for opportunities under this program each year for a three-year period beginning in Fiscal Year 2006 through Fiscal Year 2008.

As previously reported, APHIS has fulfilled its obligation for Fiscal Years 2006 and 2007. Employment opportunities were identified, posted and filled for the Biotechnology Regulatory Services (BRS) and Plant Protection and Quarantine (PPQ) programs in Fiscal Year 2006. Wildlife Services (WS) and Veterinary Services (VS) programs identified and posted employment opportunities in Fiscal Year 2007; however, despite extensive efforts to solicit interest, there were no applicants.

In this fiscal year, the final year of the Basu settlement implementation, APHIS has not only met its obligation to provide employment opportunities, but exceeded it, by providing an additional two opportunities. The Policy and Program Development (PPD) program identified and posted two opportunities, a Writer-Editor position and a Management Analyst position, for which there were no applicants. Additionally, our International Services (IS) program identified and posted two opportunities, a Program Assistant position and a Management Assistant position, which have resulted in the receipt of an applicant.

Lauren D. Hill

Lauren D. Hill
Employment Complaints Manager
Civil Rights Enforcement and Compliance

Cc: Anna P. Grayson, Director, Civil Rights Enforcement and Compliance
Njeri K. Mwalimu, Deputy Director, Civil Rights Enforcement and Compliance



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